UNITED STATES COURT OF APPEALS
FOR THE SECOND CIRCUIT

VACANCY ANNOUNCEMENT
INTERNAL ONLY

November 5, 2026
Reference No.: FY 27-04

Position Title:	Assistant Supervisor – Case Initiation Team (CIT Opening)
Location:	Clerk's Office, New York, NY
Salary Range:	$64,075 - $104,136 (CL 26/1 - CL 26/61)
Closing Date:	November 16, 2026

POSITION OVERVIEW: The Clerk's Office seeks an Assistant Supervisor for the Case Initiation Team – Opening (CIT Opening). The Incumbent is the second senior person on a case management team and works closely with the Team Supervisor in managing the specialized work assigned to each team. The incumbent handles the opening of every type of appeal, original proceeding and petition filed with the Court, assists team members in reviewing district court dockets and orders, researching and entering parties into ACMS, making docket entries in accordance with case opening procedures, submitting statistical data into ACMS and trains new team members regarding the Court's rules, procedures, practices and policy that govern the team's work. The incumbent works with the Supervisor to clarify and supplement operating manuals and reviews team members' work to ensure compliance with applicable rules, procedures, practices, and policies. The incumbent may also be assigned other duties by the Team Supervisor.

REQUIREMENTS: The successful candidate must possess (1) one year of specialized experience which has provided the candidate with the particular skills to successfully perform the duties of this position and (2) demonstrate knowledge and understanding of relevant FRAP and Local Rules. Knowledge of Word and Excel or similar word processing preferred. Applicants must be highly motivated, organized, possess maturity, good judgment, and the ability to work in a team-oriented service environment. College graduate preferred.

APPLICATION PROCEDURE

Please submit a cover letter and resume **as a single PDF file** by email to resumes@ca2.uscourts.gov, subject line: Assistant Supervisor OPN, Reference No. FY 27-04. **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Only candidates selected for an interview will be notified and must travel at their own expense.

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